

# Chevy Chase Village Building Permit Application

Permit Number: \_\_\_\_\_

Date of Application: \_\_\_\_\_

<b>Applicant Name:</b>	
<b>Address:</b>	<b>Phone:</b>
<b>Contractor:</b>	<b>Phone:</b>
<b>Contact Person:</b>	<b>MHI/MD Contractor's Lic. No.</b>

## Filing Requirements

- ☐ A recent house location survey showing all existing and proposed structures.
- ☐ Construction plans and specifications. If trees that are twenty-four inches (24") in circumference or larger measured four feet six inches (4'6") above ground level are at risk of being disturbed during the construction, they must be shown on the submittal plans.
- ☐ Copy of stamped, approved Montgomery County drawings (if required). These drawings will remain on file at Chevy Chase Village.
- ☐ Copy of plans that show location of dumpster, portable sanitation facility, delivery zone and parking area.
- ☐ Copy of Covenants (if required).
- ☐ The filing fees for a Chevy Chase Village Building Permit are listed in Chapter 6 of the Village Code.
- ☐ Completed Building Permit Application and payment of filing fees.

*The Village Manager will review the application and accompanying documents and, under most circumstances, will act on the building permit within 5 to 10 working days.*

*In the event the Montgomery County building permit is suspended, revoked or lapsed, the Village permit is automatically suspended, revoked or lapsed.*

*No signs advertising the contractor, architect or other service provides associated with the permitted project shall be posted on the site.*

I hereby certify that I have the authority to make the foregoing application, that the application is correct, that I have read and understood all requirements and that the construction will conform to the regulations of the Building Code, the Montgomery County Zoning Code, the Village Tree Ordinance, and all applicable covenants on the above property.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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For use by HPC only:

Historic Area Work Permit required?

Yes ☐

No ☐ \_\_\_\_\_ (HPC initials)

<b>Exact Description of Construction Plans:</b>
<input type="checkbox"/> Check here if the construction will require the demolition of over fifty (50) percent of any existing structure. <input type="checkbox"/> Check here if a dumpster will be used (only permitted on private property). If so, applicant must file for a Village Dumpster Permit.

<b>Parking Compliance</b>
Is adequate on-site parking available for the construction crews? <span style="float: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</span>
If the answer is no, please provide a plan for parking which minimizes inconvenience to neighboring residents indicating if the property is in a permit parking area.
Will road closings be required due to deliveries, equipment or other reasons? <span style="float: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</span>
<b>Responsible Party:</b>
Will the residence be occupied during the construction project? <span style="float: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</span> If no, please provide the name, address, business and after-hours phone number for the project manager or the party responsible for the construction site.

<b>For Use By Village Manager</b>	<b>Approved with the following conditions:</b>

<b>For Use By Village Manager</b>	<b>Denied for the following reasons:</b>

<b>Filing Fees</b>	<b>Checks Payable To:</b> <b>Chevy Chase Village</b> <b>5906 Connecticut Avenue</b> <b>Chevy Chase, MD 20815</b>
Permit Fee:	
Damage Deposit:	<b>Date:</b>  <b>Staff Signature:</b>
Appeal Fee:	
Tree Preservation Plan:	
Total Fees & Deposits:	